

1 VICE PRESIDENT - EDUCATION

The Vice President - Education is responsible for the development and delivery of themes relating to project management for the scheduled program of Chapter meetings and for the smooth operation and co-ordination of Chapter activities.

1.1 KEY ACTIVITIES

In addition to the currently approved version of the Chapter's Bylaws roles and responsibilities, the Vice President-Education shall:

- Prepare event schedules and agenda showing all planned Chapter activities for the next six months, including speaker and vendor presentation
- Develop monthly program schedules, solicit speakers, coordinate logistical arrangements, publication, registration and related record-keeping
- Liaison with professional associations and program guest speakers
- Direct the presentation of special seminars, meetings and vendor exhibits, which the Chapter Board deems beneficial to the membership
- Liaise with the Vice President - Marketing to actively promote Chapter events
- In conjunction with the Vice President - Membership, update the Membership database to determine areas of interest of Chapter members for use in event delivery. Monitor and report on requirements, participation levels and general membership feedback. Provide input for the yearly Chapter reports to PMI
- Manage all physical arrangements for each Chapter meeting and co-ordinate the facilities requirements of other Officers
- Liaise with the Vice President - Communications to notify membership not less than two weeks before all Chapter meetings and not less than one month before the Annual Business Meeting and any Special Meetings
- Receive from the Vice President - Membership, and maintain up-to-date copy of the mailing list for use in mailing Chapter event notices
- Additional roles and responsibilities as agreed to by the Board

1.2 ROLES AND RESPONSIBILITIES

- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal.
 - Project committee expenses based upon historical activity and next year's anticipated expenses.
- Retention and archival of permanent records associated with the position
- In the absence of subordinate directors or sub-committee chairpersons, the Vice President –Education is responsible for performing those respective roles and responsibilities

1.3 TRANSITION PLAN

At the end of the term or in the event that a new Vice President – Education assumes responsibility for the role the former Vice President – Education will be required to review this section of the Handbook with the new Vice President – Education as part of the formal hand over. All files, documentation, and applicable information will be passed to the new Vice President – Education. When possible, the former Vice President - Education agrees to assist the new Vice President - Education for the first month of their term.

1.4 QUALIFICATIONS AND COMMITMENT

Time Commitment per month (average)

Averages 5-20 hours per month with some variance depending on annual event scheduling and activities

Important Qualifications or Skills

- Any PMI Certification, preferred but not required

- Project Management experience (>5 years)
- Project Management skills and good organizational abilities
- Good people skills
- Comfortable leading and facilitating events; public speaking

1.5 POSITION-SPECIFIC INFORMATION

1.5.1 MEETING LEADERSHIP

The VP of Education will schedule Chapter, Breakfast, and/or social meetings for the year and publish the dates in the Board Minutes, website, and Newsletter before the start of each year.

The VP of Education is responsible for planning and managing all the physical arrangements for each meeting and may be responsible for chairing the meeting.

In consultation with the VP of Education, The President and Board shall determine the Chapter business portion of the Chapter Events program.

At Chapter Meetings and Events, the President may attend prior to the event to assist with receiving guests and make any last-minute adjustments to the meeting program. In consultation with the VP of Education, other Board members may assume this responsibility.

1.5.2 VENDOR OF THE MONTH (VOM)

At the beginning of each year the VP of Education will solicit and schedule those organizations participating in the VOM program.

This is a marketing opportunity for the organization concerned, provides additional value and information to attending members, and generates a small amount of additional revenue for the chapter (the rate is to be reviewed and determined by the Board each year).

The participation of the VOM in the meeting takes the form of a staffed stand or display showcasing the vendor's products or services as well as a five minute speaking spot during the early part of the program to permit the vendor's representative to introduce the company to attendees.

Additionally, the VOM is entitled to a mention, with logo, on the front page of the Chapter newsletter for that month, as part of the notice of the forthcoming meeting, as well as a full-page advertisement (VOM to furnish copy) within the body of the newsletter.

Finally, a link to the VOM's webpage is provided from the PMI SWMO chapter webpage for one month prior to and one month after the chapter meeting at which they participate.

The charge (payable in advance) to the VOM for this participation will be as agreed by the Board and as documented in the Standard Schedule of Minimum Fees at the start of each membership year, and advise the VOM as part of the proposal sent one month before the meeting. The Treasurer shall raise an invoice on the VOM on advice from the Events Director (or committee nominee) of the invitation being sent.

All liaison between the VOM and the Board is to be managed by the Events Director (or committee nominee), as a single point of contact with the VOM's representative(s). The VOM is responsible for furnishing any marketing collateral/advertising material/graphic images for publication by the chapter, and is to supply these through the office of the Events Director (or committee nominee) for distribution to the Webmaster, Publications Director, and other Chapter officers as required.

Logistic support at the meeting for the VOM's representative will be provided by the Events Director (or committee nominee) including liaison with the owners of the meeting venue for facilities, equipment.